



## **EMS Information Bulletin 2018-19**

**DATE:** August 8, 2018

**SUBJECT:** Updates and transition to new EMS licensure process

**TO:** EMS Agencies

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As the Bureau of EMS continues to make advancements in the EMS Registry system, the Ambulance Licensure System is transitioning into a new platform. This will change how EMS agencies access their ambulance licensure application. Agencies will also notice some changes in the licensure application itself. Thus, the Bureau is providing the following updates to prepare agencies and providers for this transition.

### **TRANSITION NOTES**

- The current Ambulance Licensure System will go offline on Friday, August 31, 2018
- Ambulance licensure will come online in the new EMS Registry on September 5, 2018
- During the downtime no applications will be able to be submitted
- Applications that were submitted and complete in the current system by August 30, 2018, will continue to be processed.
- ***Applications that are incomplete or need corrections when the transition occurs will need to be resubmitted in the new registry when it comes online.***
- Many fields in the new application were not able to be populated from the current licensure system. This will require agencies to fill in any missing information prior to submitting a new application.
- Please verify that the information populated is correct, including vehicles, stations, and personnel. Any corrections should be made via an amendment.

## **NEW REGISTRY ACCESS**

- Agency representatives will access the agency licensure application using their personal login information, (PA#####).
- Each authorized individual will need to be associated with your EMS Agency record in the Registry.
- Regional EMS Councils will work to ensure that one authorized person from each agency is associated with the EMS agency record. That person will then be able to add additional users to the EMS Agency.
- Agency representatives will access their agency in the new registry by navigating to the Organizations menu at the top of the page and clicking on System Organizations. Any organization that is associated with your account will appear.
  - Click Manage next to your organization
  - Your Organization's record will appear. This will include tabs for any associated Educational Institute, Continuing Education Sponsor, or EMS agency.
  - Click on the EMS Agency Tab, your agency should appear and display your licensure status, issue and expiration dates. Click manage next to your EMS Agency to review your agency application and make any amendments if needed.

## **APPLICATION CHANGE HIGHLIGHTS**

- Each question on the application will have an information "bubble" that users can click to see additional instructions on what is being asked in the question.
- Many of the questions that were free text have been simplified to check boxes or yes and no questions, including staffing and response plans.